

STATE OF NORTH CAROLINA, DEPARTMENT OF ADMINISTRATION	
DIVISION OF PURCHASE AND CONTRACT	
116 West Jones Street, Raleigh, NC 27603-8002	
	Carpet, Tufted, Nylon
Effective Dates	Expired-see herein for more information
Administrator	Mike Brendle
Phone	(919) 807-4516
Fax	(919) 807-4510
E-Mail	Tmike.brendle@doa.nc.gov
Last Updated	June 29, 2012

1. General Information

This contract expired on June 30, 2012 and was NOT extended, and will not be replaced for at least 6 months. After 6 months review by this Division, a determination will be made as to the best approach for a future contract, if deemed necessary. However, some procedural requirements from the expired contract are included herein. It is mandatory that end users only use the carpets identified as approved in the QPL (Qualified Products List) and should you have any questions about this use requirement, contact the administrator noted above. This list is updated every 6 months. Due to the complexity and the nature of this contract, any authorized STATE OF NC user of this contract needing this commodity shall follow the below instructions:

- 1) Review all approved carpet as indicted in the QPL (see URL link herein) deciding which carpet and brand(s) (class, brand, product, face wgt) should be purchased. Updates to the listing will be made every six months. Users should also view the Standard Specifications (see URL link herein). Using agencies should review the QPL and Standard Specification information prior to processing the purchase of the carpet (quote/bid, or requisition to P&C, etc).
- 2) If the purchase is within the agency delegation, obtain pricing on the removal/ disposal of old carpet and, installation of new carpet. Using agencies should post their requirements (regardless of the estimated expenditure amount within their delegation) on IPS to reach all potential bidders who have registered for that commodity. A sample of a quote form is included herein for agency consideration when obtaining quotes, etc. End users should consider holding an urged and cautioned pre-bid meeting.
- 3) If the request is over the agency delegation, forward your request to Purchase and Contract for bidding purposes. An urged and cautioned meeting may be required. Urged and cautioned pre-bid will be held at an established date/time and location. Indicate the complete QPL carpet information when submitting your requisition.
- 4) The minimum order for purchasing carpet under these requirements is \$2,500.00 per single order. Agencies are not obligated to use the QPL if the expenditure is under this amount.
- 5) **Pile Weight Testing**

It will be a requirement that all carpet installations in excess of \$10,000.00 to be tested to verify pile weight before the installation. This testing is to be done in the manner prescribed below and at the expense of the contractor.

A sampling of the carpet to be installed is to be provided by the contractor. The sample is to be 18" x the full width of the roll goods or in the case of carpet tiles, three (3) squares are required, in accordance with the requirements of ASTM Method D418.

It will be the responsibility of the carpet contractor to notify the Quality Assurance Section by Fax (919) 807-4511 or letter no later than 8:00 AM on the Monday morning preceding the actual week of installation. Directions for mailing to the following address:

NC Department of Administration
Division of Purchase and Contract
Quality Assurance Section

Telephone Number: 919-807-4500
Fax: 919-807-4510
Identify carpet and the end user including end user purchasing contact name and phone number

1305 Mail Service Center
Raleigh, NC 27699-1305

The sample will be forwarded by the Division of Purchase and Contract to the currently approved testing facility (Commercial Testing Company, P. O. Box 985, Dalton, GA 30722-0985, telephone (706) 278-3935, Lab Mgr.). NOTE- The cost of this test is to be the responsibility of the contractor. Once the test results have been received, the contractor and using agency will be notified in writing by Purchase and Contract. If the test results indicate that the carpet pile weight is less than the specified tolerance level of 6%, the contractor will be responsible for crediting the agency, at the agency's discretion. This credit will be in the amount of the percentage difference from the specified carpet pile weight and the pile weight as determined by the test results. If the discrepancy does not meet the agency's approval, it will be the contractor's responsibility to replace with product meeting weight requirements, at no additional cost to the State. The original mill warranty will apply in either case.

6). Quality Assurance Inspection

Upon completion of the project, as called for hereon, the contractor must request a Quality Assurance Inspection for installations exceeding \$2,500.00. Such requests must be forwarded (in writing) by mail to the Division of Purchase and Contract. Attn: Quality Assurance Section, 1305 Mail Service Center, Raleigh, NC 27699-1305. Fax #(919) 807-4510. **INVOICES WILL NOT BE PAID BY THE USING AGENCY UNTIL THE QUALITY ASSURANCE ACCEPTANCE HAS BEEN ACCOMPLISHED.**

- 1. Carpet installations are to include the use of sufficient amounts of adhesive.**
- 2. Carpet installations are not to include excessive amounts of adhesive (to the point of adhesive appearing on the top of carpet).**
- 3. Carpet installations are to include sufficient floor preparation to allow for good adhesion.**
- 4. Best industry practices/standards shall be used for cleaning and preparation of floor for installation.**
- 5. Inspections should take place before furniture is put in place.**

7) If applicable, the purchaser should also include in the work order the materials and labor required to provide the leading two (2) inches of all steps with a visual contrast of dark-on-light or light-on-dark from the remainder of the tread. Visual contrast is required for compliance with the ANSI A117.1 Standard for Accessible and Useable Buildings and Facilities, as referenced by the 2009 NC Building Code Chapter 11, paragraph 1101.2. Any further questions regarding the applicability of this requirement should be directed to the local building codes authority who may inspect the facility for all accessibility requirements.

8) VENDOR AND PRODUCT PERFORMANCE:

The performance of each contractor or its designated installer/dealer will be monitored and recorded as necessary over the duration of the contract with respect to satisfactory fulfillment of all contractual obligations. Such performance may include but is not necessarily limited to: delivery, installation, condition of delivered goods, specification compliance of delivered goods, prompt and appropriate resolution of warranty claims, adequate servicing of contract in any and all aspects which the contract may call for, and prompt, complete and satisfactory resolution of any contractual discrepancies other than those resulting from Acts of God or from inadequate performance of the State or user. The record of such performance will be considered in the evaluation and continuance of QPL brands or may result in the removal (either permanent or temporary of that brand(s) at the discretion of the State). Any contractor or authorized dealer/installer whose record identifies inadequate performance on a prior contract with the State, and who has not subsequently demonstrated to the State's complete and sole satisfaction that the causes (both indirect and direct) of such inadequate performance have been removed, may be rejected on that basis and reported accordingly to the Board of Award.

9) LINKS: THE FOLLOWING LINKS SHOULD BE VIEWED FOR IMPORTANT INFORMATION PRIOR TO SUBMITTING YOUR REQUEST TO P&C FOR BIDDING AND/OR PRIOR TO AGENCY PROCESSING QUOTE/BID THAT IS WITHIN AGENCY DELEGATION.

Standard Specifications: <http://www.pandc.nc.gov/SPECS/s7220-3.pdf>

Qualified product information. <http://www.pandc.nc.gov/QPLS/q7220-3.pdf>

End users are strongly encouraged to submit constructive suggestions and comments for consideration of a new statewide term contract to the administrator noted on the first page.

**QUOTATION FORM-OPTIONAL USE
VIRGIN AND RECYCLED CARPET, TUFTED, NYLON**

Date	
------	--

Agency		Contractor/Installer	
Agency Name		Contractor/Installer Name	
Address		Address	
Telephone #		Telephone #	
Purchasing Contact Person		Contact Person	
Installation Location		Fax #	
Price Quotes and Services Required			

Carpet Information			
Carpet Product		Backing	
Color		Adhesive	

Carpet and Additives	Amount	Price Per...	Total Amount
Carpet Yardage	S/Y	S/Y	\$
Carpet Removal	S/Y	S/Y	\$
Carpet Disposal	S/Y	S/Y	\$
Furniture Moving	S/Y	S/Y	\$
Cove Base			\$
Size			\$
Material	LF	LF	\$
Color			\$
Carpet Strip	LF	LF	\$
Installation at Night or Weekend	S/Y	S/Y	\$
Other			\$
Other			\$
Other			\$
Grand Total Amount for project			\$

Any Additional Information or Instructions

		Date	
Installer Signature		Date	
	DATE SAMPLE SENT FOR INSPECTION IF APPLICABLE	Date	

Completed Quotation Form should accompany all agency purchase orders-continued next page.

10) LETTER OF AUTHORIZATION

On all request for quotes, bids, etc. conducted by the end user within their delegation the following statement shall be included, adhered to and if applicable provided to the Quality Assurance Inspector upon inspection.

AUTHORIZATION TO SELL AND OR INSTALL CARPET TO STATE OF NC GOVERNMENT USERS:

If bidder is **NOT** the manufacturer of this product:

Then, the bidder is **REQUIRED AND MUST SUBMIT WITH THEIR QUOTE/BID FROM THE MANUFACTURE** on manufacture letterhead that bidder is authorized to sell/install this product to NC State Government users. This letter must be dated and signed within the last 6 months.

If bidder is the manufacture, what is the percent discount offered from MSRP? _____

NOTE: IF BIDDER IS THE SOLE AUTHORIZED DISTRIBUTOR/DEALER/INSTALLER IN NORTH CAROLINA FOR THIS PRODUCT(s)/EQUIPMENT, THEN THE BIDDER **MUST SUBMIT WITH THEIR BID** A WRITTEN STATEMENT FROM THE MANUFACTURER AND ON THE MANUFACTURER'S LETTERHEAD THAT YOUR COMPANY IS THE SOLE AUTHORIZED DISTRIBUTOR/DEALER/INSTALLER IN NORTH CAROLINA FOR THIS PRODUCT(s) FOR THE STATE OF NORTH CAROLINA GOVERNMENT USERS AND, THAT NO OTHER DEALERS/DISTRIBUTORS ARE ALLOWED TO QUOTE THIS PRODUCT(s) TO THE STATE OF NORTH CAROLINA GOVERNMENT USERS.

IF BIDDER IS THE SOLE AUTHORIZED DISTRIBUTOR/DEALER/INSTALLER IN NC, INDICATE THE % DISCOUNT FROM NORMAL SELLING PRICE _____

Is bidder the manufacture of this product? _____ yes/no